



## FY2013 Teaching Art Together Grant

**Application Deadline:**  
**October 15, 2012 (for residencies during 1/1/13 – 06/30/13)**

*FY2014 Application Deadline:*  
*April 1, 2013 (for residencies during 7/1/13-12/31/13)*

The Kentucky Arts Council strongly encourages you to read and understand the Teaching Art Together Grant guidelines and instructions before accessing the online application.

Like all programs of the Kentucky Arts Council, the Teaching Art Together Grant is guided by the arts council's core values. Successful applications will embody these core values, and all applicants are strongly encouraged to read and reflect upon them before submitting an application.

[Core Values of the Kentucky Arts Council](#)

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## I. Guidelines

### **Program Purpose**

The purpose of the Teaching Art Together Grant is to support teachers in bringing professional artists into Kentucky schools for residencies of 5 to 20 days.

### **Goals**

- To enable teachers to collaborate with practicing, professional artists on the design and implementation of innovative projects using short-term artist residencies
- To involve students and teachers directly in the creative process during an artist's residency and to integrate the arts into daily instruction through links to local, state and national curricula
- To provide teachers with the tools that will enable them to incorporate the arts into their classrooms after the residency is completed and the artist leaves

## Who May Apply

Any teacher or group of teachers presently teaching in a public or private school that supports any grade preschool to 12.

## Program Description

The Teaching Art Together Grant enables teachers to implement artist residencies in their schools. **The emphasis should always be on involving teachers and students directly in the creative, artistic process in any arts discipline as opposed to an end product.** Teachers and artists work in partnership to design and implement the residencies. Residencies may be focused on a specific arts discipline or the arts through cross-curricular pairings such as dance infused into a math curriculum, new media infused into a science curriculum, etc.

This grant program requires a match from the school.

Every five days of a residency requires 20 hours of contact time with the artist through working with four class sessions a day over a period of 5 days. The schedule may include a combination of the following:


- **Core group:** A core group meets five times per 5-day (20 hour) residency in order to ensure opportunities for a greater depth of knowledge. Artists must meet with a minimum of one core group. A school can have a maximum of four core groups per five days of residency and longer residencies can have different core groups per each five day section.
- **Non-core group:** Non-core groups must meet a minimum of two and a maximum of three times. Non-core groups allow for flexibility in scheduling and can increase the number of classes participating in the residency.
- **Professional development (PD):** PD may be provided at a maximum of three hours per 5-days (20 hours) of the residency in lieu of an equivalent amount of class time. Professional development certificates can be requested from the Kentucky Arts Council.

Teachers **may not** leave artists alone with students for any reason.

Classes may not be combined to exceed more than thirty students with the artist during any one session.

Residency hours may not be used for before- or after-school programming or culminating events. If a school would like to include a culminating assembly or evening program, the school must negotiate the rate of pay (including necessary rehearsal time) with the artist outside of this grant. This also applies to finishing work associated with some visual arts pieces.

## Performance Expectations

Your application will be reviewed using the following performance expectations. You may wish to refer to the [Panelist Assessment Sheet](#)  to better understand how your narrative will be evaluated.

### 1. Planning and Implementation (45%)

- Students are engaged in the hands-on creation of art
- Number of core groups, non-core groups and professional development hours are clearly delineated in the schedule
- The residency ties to the Program of Studies, National Arts Curriculum, and related area standards for Kentucky
- Teachers are encouraged to participate in the creative process
- Parents and community members are aware of the residency

### 2. Gathering and Responding to Evidence (35%)

- Measurement of the impact of the residency on all participants
- Incorporation of arts instruction strategies gained during the residency into the regular classroom experience after the artist leaves

### 3. Accessibility (20%)

- Understanding and appreciation for diversity within the school and community
- Strategies for serving persons with disabilities

## Supporting Materials

The following supporting materials are **mandatory**:

- One to four different letters of support from teachers, Board of Education members, parents, students, et al., to help demonstrate the need and support for your residency
- A schedule chart for each week of the residency (see Part II, Instructions: "Scheduling Directions")

## Grant Amounts and Matching Requirements

The following grants are available:

- |  |                         |
|--|-------------------------|
| • \$2,400 for 20-day (80 hour) residencies | Applicant match \$1,600 |
| • \$1,800 for 15-day (60 hour) residencies | Applicant match \$1,200 |
| • \$1,200 for 10-day (40 hour) residencies | Applicant match \$800   |
| • \$600 for 5-day (20 hour) residencies    | Applicant match \$400   |

The artist's fee is \$1,000 per 5-day (20 hour) of the residency, which includes planning and preparation time. Artists may not receive a fee greater than \$1,000 per five days of residency.

In addition to the match, applicants are responsible for providing any supplies, materials and other incidental expenses required to implement the residency. These expenses should be discussed and negotiated before the residency begins. The grant amount **ONLY** covers the artist fee.

If the applicant is interested in an artist based outside of their immediate geographic area, the artist may request mileage reimbursement or housing to defray his/her travel expenses. All such negotiations and arrangements must be made and agreed upon in writing by the school and the artist(s) prior to the residency. The arts council does not require, nor is it responsible for, these arrangements.

Applicants normally arrange for matching funds from the school's budget, the Board of Education's budget, Parent Teacher Association funds, Parent Teacher Organization funds or local business sponsorships.

**NOTE:** In the event of school cancellation on a day that the artist is scheduled to work, every attempt should be made to reschedule. If the make-up dates must be scheduled beyond the original end date of the residency, please see that your artist is paid immediately for the work he/she has already completed.

Artists should be paid in full within 10 to 15 business days after the completion of the residency.

## Restrictions

- All artists must be selected from the arts council's Teaching Artist Directory.
- No more than two Teaching Art Together applications per school will be accepted for the same application deadline.
- 5-day (20 hour) residencies may only employ one artist, 10-day (40 hour) residencies may employ one or two artists, 15-day (60 hour) residencies may employ one to three artists and 20-day (80 hour) residencies may use one to four artists.
- Classes may not be combined to exceed more than thirty students with the artist during any one session.
- Residency hours may not be used for before or after-school programming or culminating events.

## How to Apply

- 1) **Obtain approval:** Make arrangements for the district superintendent and principal to approve the proposal and sign your application by the required date. It is suggested that you contact the finance officer at central office to become familiar with any steps that will be required by your district to ensure the timely processing of any grant funds received as well as the artist's payment.

- 2) **Select and contact an artist:** All artists must be selected from the arts council's Teaching Artists Directory, available at <http://artistdirectory.ky.gov/Pages/ArtsEducationArtistDirectory.aspx>
- 3) **Develop a residency plan:** Applicant and artist(s) work in partnership to develop and finalize the residency plan.
- 4) **Complete the online application:** See Part II, Instructions, for information on accessing and completing the online application.
- 5) **Submit a hard copy:** You must submit a printed copy of your application and all supporting materials in accordance with the timeline below.

### Program Timeline (October 15, 2012, deadline):

Draft review submission (optional)	October 1, 2012
Online application deadline	October 15, 2012
Postmark deadline for submission of paper copy of the application and supporting materials	October 18, 2012
Review of applications by panel	December 6, 2012
Arts council board reviews panel recommendations	December 14, 2012
Applicant notification	As soon as possible after board approval of panel recommendations
Use of grant funds may begin	January 1, 2013
Use of grant funds must conclude	June 30, 2013
Public value report due	30 days after completion of residency

### Application Deadline

Completed application forms must be submitted via the Kentucky Arts Council's online application system by midnight Eastern time on **Oct. 15, 2012\***. Upon online submission, applicants will receive a confirmation e-mail with the application PDF attached. (If you do not receive a confirmation, contact the arts council immediately.) Print and sign the PDF in red ink and mail or deliver it to the arts council by **Oct. 18, 2012\***, with any required documents and supporting materials, in accordance with the program guidelines. The PDF and materials must be: 1) officially postmarked by the U.S. Postal Service, or 2) delivered by a shipping service (e.g., UPS, Federal Express, etc.) with a paid receipt on or before the deadline date, or 3) hand delivered to the arts council office no later than 4:30 p.m. Eastern time on the deadline date. If the arts council does not receive the

printed and signed PDF with attachments by the deadline date via one of the three delivery options above, your application will be considered ineligible. **Packages dated with internal postage meters and applications sent by FAX or e-mail will not be accepted. Please be aware that your post office may not automatically use a dated postmark. It is highly recommended that you request hand cancellation with the date included.** Note: Due to postal regulations, all packages over 13 ounces must be given directly to a postal clerk at a post office, not dropped in a postal box.

\*If either the electronic-submission or PDF-submission deadline falls on a Saturday, Sunday or state or federal holiday, the deadline date will be the following day that is not a Saturday, Sunday or a state or federal holiday.

## **Program Support**

The arts council staff will offer the following support to ensure that program standards and goals are met:

- Assistance from the arts council's program directors in selecting appropriate program categories and in answering questions about programs
- Review of "in-process" applications prior to final submission
- Consultation regarding applicant eligibility, budget issues, etc.
- Referrals to potential partners for programs
- Advice in locating appropriate technical assistance to evaluate and increase applicants' accessibility and arts participation

## **Panel Meeting**

A panel of educators, arts professionals and other individuals with relevant experience will review all applications according to the performance expectations.

Please be aware that panels are comprised of people from Kentucky as well as people from other states. Address all issues with specificity and clarity. Do not assume that all panelists will be cognizant of local issues.

The arts council conducts an open panel review process for this program. This means that applicants and other interested parties may, and are encouraged to, attend the panel meeting, listen to panelists' deliberations and briefly respond to direct questions from the panel. The arts council will send notification of panel dates to applicants after the application deadline. The panel's recommendations are forwarded to the arts council board for approval.

## **Arts Council Board Meeting**

The panel's recommendations are forwarded to the arts council's governing board for approval.

## **Grant Agreements**

Applicants who receive a favorable recommendation enter into an agreement with the Commonwealth of Kentucky. If your application is approved, the arts council will send a Grant Agreement Form (GAF) for the total amount funded to your board of education. Grant Agreement Forms must be signed and returned within 15 days.

Once the arts council receives the signed GAF, a Kentucky State Treasury check payable to the Board of Education will be mailed 15 days prior to the residency start date. All funds must be disbursed by June 30, 2013. Funds are not available after this time. Please work with your artist and your superintendent or central office staff to ensure all payments are made in a timely manner. If issuance of checks must be approved at board meetings, plan ahead so that your artist will receive his or her check no later than two weeks after the residency is completed.

Agreements cannot be altered without prior approval from the arts council's appropriate program director. Grantees are required to promptly notify the arts council in writing of any changes in their grant activity. If grantees do not notify the arts council about changes before they file a public value report, future funding will be jeopardized. Grants are for the period and activities specified in the approved application. Funds must be spent or committed for activities taking place within the period stated unless an extension has been approved in writing. Funds spent before the period starts are not eligible.

## **Public Value Reports**

All arts council grantees must submit a public value report within 30 days of completion of the residency. The public value report form must be accessed through the online application system.

If a grantee fails to submit the required public value report for any grant, the arts council will not accept future applications from the school or primary residency contact until a complete public value report is received.

## **Appeals**

Applicants may appeal adverse grant decisions if they can demonstrate any of the following:

- The review of the application was based on criteria other than those appearing in the arts council's guidelines.
- The final decision was unduly influenced by a panelist with undisclosed conflicts of interest.
- Required application information submitted by the appropriate deadline was withheld from the review panel or the arts council.

Applicants must initiate a formal appeal within 30 calendar days of the date of the award-notification letter of the arts council's decision. Upon receipt of this award-notification

letter, applicants should first consult with the appropriate program staff to review the considerations that went into the arts council's decision. If, after such consultation, applicants wish to pursue an appeal, they must do so in writing to the executive director of the arts council. If applicants are unable to consult with appropriate program staff within the time limitation, the applicants must still submit a written appeal postmarked within the 30-day time period.

In the executive director's response to a formal appeal, a deadline date for submission of all material supporting the appeal will be established. No such deadline date will be set earlier than seven days or later than 21 days from the date of the executive director's letter. Failure by applicants to meet any deadline date in the appeals process will result in the loss of the right to appeal.

An ad hoc committee of members of the arts council board will review all appeals. Should the committee recommend a change in applicant's funding, the arts council board at its next regular or special meeting shall act upon the committee's recommendations. The ruling of the arts council shall be the last administrative remedy and there shall be no further right of appeal.

## **For More Information**

The arts council welcomes all questions regarding this program and application. For more information, please contact:

Rachel Allen  
Arts Education Director  
502-564-3757 ext. 486  
E-mail: [rachel.allen@ky.gov](mailto:rachel.allen@ky.gov)



## II. Instructions

The arts council strongly encourages you to read and understand the Teaching Art Together Grant guidelines and the application process before accessing the application.

### Accessing the online application

Applications for this program are made through the arts council's online system. If your organization has not applied before, you will first set up a new profile. Once established, your profile remains in the system year after year for future applications. Be sure to file your username and password in an accessible place in order to ensure that you, or any future applicant from your school, can access the profile.

If you are unsure whether your organization has an existing KASOL profile, please contact Rachel Allen, arts education director, at 888-833-2787 or Rachel.Allen@ky.gov. **Please do not create a duplicate profile for your organization.**

You must have an "IRS determination" letter from your school district in order to complete the profile. The letter can be obtained from your district finance contact or your principal. It simply states that your school is an educational institution and not-for-profit. You will need to upload a digital copy to your profile. If your district only has a hard copy, use a scanner to create a digital file that can be uploaded. If the file is not uploaded, you will not be able to proceed to the application and it will not save any of the information you enter for the profile.

In addition, you must have the federal identification number (FEIN) for your school or district. The school administrative assistant will have access to the number. In Kentucky, the number always begins with "61-."

### Sec. 1 – Application Information

**Select Program:** The current application round is limited to residencies taking place January 1, 2013 – June 30, 2013. Select "January-June residencies."

**Project Contact:** Enter information for the primary residency contact (grants manager at the school/district, a teacher, administrator, etc). This is the person who will be contacted regarding the application.

**Project Information:** Fill out this section accurately and completely. All activities must take place between January 1, 2013 and June 30, 2013.

### Sec. 2 – Additional Artist & Partner List

Click "Add" to add all partners involved with the residency. You will be directed to the "Add/Edit Partner" page. When completing this page for your district finance contact, do not select an artist/partner type. You must complete the "Title" field for each entry.

For all school contacts (principal, superintendent, finance contact and residency teacher), use the school or district office address. For the artist, simply enter his/her name and city. **For the artist only**, you may leave the other fields blank (address, congressional districts).


Include the following:

1. School Principal
2. School District Superintendent/Chief Executive Officer
3. District Finance Contact
4. Residency Contact Teacher
5. Primary Artist
6. Additional artists for longer residencies if applicable

All artists must be selected from the arts council's Teaching Artists Directory, which can be found at <http://artistdirectory.ky.gov/Pages/ArtsEducationArtistDirectory.aspx>

## Sec. 3 – Narrative

Please enter your narrative in the text box provided. Begin your narrative by responding to the items listed below. Please note that the introduction will not be scored by the panel and may be more briefly written than your response to the performance expectations, if necessary, to avoid exceeding the maximum character limit.

Next, address each of the performance expectations, including complete information on each item, in the order listed. To assist panelists in reading your application, duplicate the heading of each section and number of each performance expectation before your response to that item. You may wish to refer to the **Panelist Assessment Sheet**  to better understand how your narrative will be evaluated.

### Introduction:

#### Description of your school

- Briefly describe the school, including history, comprehensive plan, programs and accomplishments
- Briefly describe the school's role in your community
- Please indicate the length of a class period in your school. If you have received an artist residency grant from the arts council before, describe how the residency proposed in this application builds upon the previous residency. If your residency includes professional development, give a brief summary of the professional development activities.

#### Description of the project

- Briefly describe the residency plan for which you are requesting support.
- Describe how this residency will enhance the arts curriculum in your school.

## **Performance Expectations:**

### **Planning and Implementation (45%)**

1. Explain how students will be encouraged to participate in the hands-on creation of art.
2. Clearly state the number of core groups, non-core groups and professional development days that will be included in the residency. See below for scheduling instructions and required format; you must include a completed scheduling chart for each week of the residency as an attachment to the hard copy of your application.
3. List links to the Program of Studies, National Arts Curriculum and related area standards for Kentucky and briefly explain their ties to the residency.
4. Describe ways that teachers will be encouraged to participate in the creative process during the residency.
5. Provide a plan of action for making parents and community members aware of the residency.


### **Gathering and Responding to Evidence (35%)**

1. Describe how the impact of the residency on all participants will be measured. This may include quantitative (student scores, number of participants, etc.) and qualitative (interviews, anecdotal observations, etc.) measures.
2. Explain how the residency will provide teachers with tools enabling them to incorporate skills learned during the residency into their classrooms after the residency is completed.

### **Accessibility (20%)**

1. Describe how the residency will enhance all participants's understanding and appreciation for diversity within the school and community (can be different cultures, students on free/assisted lunch, etc.).
2. Describe how the residency will be adapted or serve persons with disabilities (e.g., mobility, visual, hearing, speech and learning disabilities among students, teachers, artists, parents and general public involved with your residency).

## **Scheduling Directions**

For every 5 days of a residency there must be 20 hours of contact time with the artist. Artists should be scheduled for four class sessions daily. The schedule may include core and non-core groups as well as professional development for teachers (not to exceed three hours in length). Each type of group is defined on page 2 of the guidelines. Please fill out one scheduling chart per each week of the residency. Click to access the scheduling chart: [Scheduling Chart](#) 

### Scheduling Sample

Description of residency: The teaching artist will visit the Holmes School for one week. The artist will be working with Ms. Tandie's 3<sup>rd</sup> grade class and Mr. Brooks' 4<sup>th</sup> grade class as core groups creating math dances. The 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> grades will be non-core groups focused on exploring science through movement and creating movement murals in PE. The artist will be providing a three hour after-school PD for teachers focused on arts infusion.

Name of Teacher	Grade	Class Time	Core	Non-Core	PD		Mon	Tue	Wed	Thu	Fri
Ms. Tandie	3	9:00-9:50	X				X	X	X	X	X
Mrs. Beal	1	10:00-10:50		X			X	X	X		
Mr. Treakle	2	10:00-10:50		X						X	X
Mr. Brooks	4	11:15-12:05	X				X	X	X	X	X
Ms. Bandy	5	1:00-1:50		X			X	X			
All teachers		3:00-6:00			X				X		

## Sec. 4 – Checklist

Go through the checklist to ensure you have completed each required step and have gathered needed supporting materials. At this point, you can request the arts education director, Rachel Allen, to review your application for completeness.

## Sec. 5 – Final Submission

Select the check box to agree to the certifying statement.

**You must complete the following four steps to properly submit your application for panel review:**

1. **Click the Preview Application button.** This will open your application in Adobe Acrobat Reader. Review it. This is the application the panelists will see. (If changes are required, close the Adobe program. You will be returned to the submission page and can go back to make revisions.) Please ensure the end of your narrative is complete once in PDF form.
2. **Click the SUBMIT button.** Once you do this, you will no longer have access to the application to make changes. You will receive an e-mail confirmation of the

receipt of your application. You will also be able to view your application (in a PDF file) from your main page.

From the main page, you can print your application. You should see the application marked as "Received" with an application number assigned to it. If this does not occur, please contact Rachel Allen, arts education director, at 888-833-2787 or [Rachel.Allen@ky.gov](mailto:Rachel.Allen@ky.gov).

3. **Print** the application. You will be returned to the submission page.
4. **Obtain all required signatures** on the printed application in **RED** ink. Mail one signed copy of your application to the arts council by the deadline stated in the guidelines. Include the appropriate supporting materials as outlined on your checklist.

Mailing address for completed application:

Kentucky Arts Council  
21st Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601-1987